

17078

2 February 1965

MEMORANDUM FOR: Assistant Director for Personnel

General Counsel  
Director of Security  
Auditor-in-Chief  
Comptroller  
Chief, Logistics Office  
Chief, Medical Staff  
Chief, Project Administrative Planning Staff  
Chief, Management Staff

SUBJECT : Utilization of Catalog of Courses, Office of Training,  
Together with Basic Training School Schedule and Intelligence  
Training Schedule (copies of schedules attached)

1. A catalog of all training courses available to personnel of the Deputy Director (Administration) organization has been prepared by the Office of Training and disseminated to designated recipients in each Office or Staff. The catalog sets forth the objectives and content of courses given by or arranged through the Office of Training.
2. Each course listing provides the following information: Course title; brief statement of course objectives; prerequisites in terms of security clearance and prior training or equivalent experience; limitations on enrollment; duration; location; and, with the exception of some clerical courses, a description of the course content and the methods of instruction employed.
3. This catalog of courses has been prepared to assist all supervisors in planning for the development of their personnel through training and to serve as an adjunct to individual career development planning within the Deputy Director (Administration) organization. It is suggested that each supervisor and individual review this catalog and the attached training schedules, not only for information as to the opportunities available but to assist in the formulation of career service plans.
4. Accordingly, sufficient copies of this memorandum and its attachments are being forwarded to ensure the widest possible dissemination within your activity. Sufficient copies are being made available to you to guarantee distribution to the Branch level or its equivalent, with the request that dissemination be given beyond that point through the individual Branches. The catalog itself may be consulted by contacting the appropriate Training Liaison Officer listed below:

| <u>Office</u>                                                                                        | <u>Name</u> | <u>Room</u>                    | <u>Tel. Ext.</u>    |
|------------------------------------------------------------------------------------------------------|-------------|--------------------------------|---------------------|
| Deputy Director<br>(Administration),<br>serving also:<br>General Counsel<br>Auditor-in-Chief<br>PAPS |             | 225 Admin                      | 738                 |
| Security Office                                                                                      |             | 25X1A9a                        |                     |
| Personnel Office                                                                                     |             |                                |                     |
| Office of Comptroller                                                                                |             | 2707 I Bldg.<br>216 Curie Hall | 8120<br>611         |
| Logistics Office                                                                                     |             | 209 Central                    | 4453                |
| Medical Staff                                                                                        |             | 2106 Qtrs. Eye                 | 4134                |
| Management Staff                                                                                     |             | 1303 J. Bldg.<br>214 T-32      | 3367<br>4183<br>724 |
|                                                                                                      |             | 25X1A9a                        |                     |

Special Assistant to the  
Deputy Director (Administration)

Attachments